

Code of conduct for students:

1. It is mandatory for the students to have identity card with as and when he is in the campus.
2. The student should necessarily read the notes circulars displayed on Notice board, time to time.
3. The behavior of the students in the class room should be disciplined.
4. The appearance and the dress of the students should be neat and tidy.
5. The behavior of the student while is campus should be as per the rules
6. 75% attendance is mandatory for appearing in examination.
7. The behaviour for the student should be polite while talking with teaching and non teaching staff.
8. Ragging strictly prohibited in the campus.
9. Students are advised to read all the notices displayed on different notice Boards.

Code of conduct for teacher:

1. All faculty members have equal rights to share their ideas, plans for Institute development.
2. Any faculty doesn't have any right to expose any confidential data, records and information outside the campus or share with others institutions without the permission of principal/vice principal.
3. Leave only sanction in emergency/situational/medical reasons after the decision of principal/vice principal.
4. To reach and exit to/from Institute as per incoming and outgoing time is mandatory.
5. Strictly use Institute resources for academic and research purpose only.
6. Use only formal communication in campus.
7. Try to use fewer papers for office and academic works.
8. Every faculty must to report daily, monthly and semester wise syllabus completion to principal/vice principal and complete in time.

Code of conduct for non teaching staff:

1. During the period of service all the members of the staff shall employee themselves honestly and efficiently under the order of the Head of the Institution.
2. No. members of the staff shall engage in any political activity within the college campus.
3. All the members of the staff must attend punctually at the appointed time and shall not leave before the college closes for the day
4. All the members of the non-teaching staff must sign regularly in the attendance register which is to be maintained by the head of the institution.
5. The normal working period for those in the category of clerical staff shall be 10 am to 5.00 pm with half an hour lunch break on all working day